

# SHEETFED OFFSET PRESS OPERATOR III

## DEPARTMENTAL PROMOTIONAL



State of California  
DEPARTMENT OF  
JUSTICE  
P.O. BOX 944255  
Sacramento, CA 94244-2550

### SPOT - SACRAMENTO

CALIFORNIA STATE GOVERNMENT - AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

#### FINAL FILING DATE

**FEBRUARY 17, 2006** - Examination Applications (Form STD 678) must be **POSTMARKED (U.S. MAIL)** no later than the final filing date. Applications postmarked, personally delivered, faxed, or received via interoffice mail **after** the final filing date will not be accepted for any reason. Applications must have an original signature.

#### WHO SHOULD APPLY

Persons who meet the minimum qualifications by the final filing date as stated on this bulletin. Applicants must have a permanent civil service appointment as of the final file date in order to take this examination. Employees who have limited-term appointments in the department for which the examination is being given (provided they have had a permanent appointment and no subsequent break in service) are allowed to participate in departmental promotional examinations.

#### HOW TO APPLY

Examination applications (Form STD 678) are available at the State Personnel Board ([www.spb.ca.gov](http://www.spb.ca.gov)) and may be mailed or filed in person:

##### Mailing Address:

Department of Justice  
Testing and Selection Unit  
P.O. Box 944255  
Sacramento, CA 94244-2550

##### File in Person:

Department of Justice  
Testing and Selection Unit  
1300 "I" Street, 1<sup>st</sup> Floor Lobby  
Sacramento, CA 95814

#### **DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD.**

#### SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the STD 678 - "Examination and/or Employment Application". You will be contacted to make specific arrangements.

#### QUALIFICATIONS APPRAISAL INTERVIEW

If conditions do not warrant an evaluation of each candidate's Experience and Education, it is anticipated that interviews will be conducted in **MARCH/APRIL 2006**.

#### SALARY RANGE

\$3386 - \$4116

#### ELIGIBLE LIST INFORMATION

A departmental promotional eligible list will be established for the Department of Justice. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

#### REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

**NOTE:** All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

CONTINUE TO THE NEXT PAGE

**REQUIREMENTS  
FOR ADMITTANCE  
TO THE  
EXAMINATION  
(Continued)**

**NOTE:** All applications/resumes must include: “to” and “from” dates (month/day/year), time base, civil service or private sector titles, and the duties performed. **Applications/resumes received without this information will be rejected.**

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as “Either” I, “or” II “or” III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

**MINIMUM  
QUALIFICATIONS**
**Either I**

In the California state service, one year of experience performing the duties equivalent to either a Sheetfed Offset Press Operator II or a Webfed Offset Press Operator I.

**Or II**

Two years of experience operating a multicolor sheetfed offset press.

**DEFINITION OF  
TERMS IN MINIMUM  
QUALIFICATIONS**

The words “performing the duties of” ... means the applicant must have the amount of experience in State service in the class specified (or on a training and development (T&D), limited term, or approved out-of-class assignment to the class.)

**ADDITIONAL  
DESIRABLE  
QUALIFICATIONS**

Education equivalent to completion of the twelfth grade.

**SPECIAL PERSONAL  
CHARACTERISTICS**

Flexibility to adapt to changing work priorities; work in a noisy environment; willingness to work nights and overtime; interact effectively and courteously with all levels of personnel, customers, vendors, and other parties; and vision sufficient to perform the essential functions of the job.

**POSITION  
DESCRIPTION**

This is the journey level in the Sheetfed Offset Press Operator series. Under direction, incumbents perform skilled work (including four-color process) involved in maintaining and operating a small sheetfed offset press; operate small presses with two or more units; dot-to-dot registration, reverses, large color solid, duo-tones, color trapping, and four-color process work; and do other related work.

**EXAMINATION  
INFORMATION**

If conditions do not warrant an evaluation of each candidate's Experience and Education, the examination will consist of a Qualifications Appraisal Interview. The interview will include a number of predetermined job related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. Competitors Who Do Not Appear for the Interview Will Be Disqualified. QUALIFICATIONS APPRAISAL INTERVIEW – WEIGHTED 100.00%

In addition to evaluating the competitors' relative abilities as demonstrated by quality and breadth of experience, emphasis in the examination will be on measuring competitively, relative to job demands, each competitor's:

**Knowledge of:**

1. Basic lithography.
2. Single unit press and its functions including delivery systems, dampening system, feeding system, inking system, and printing system.
3. Basic printing process (e.g., electrostatic, photochemical, and produced image).
4. Pre-press (imaging) and finishing processes.
5. Use and care of blankets, rollers, and offset plates and their installations on presses.
6. Types of fountain solutions on sheetfed presses using a lithograph process.
7. Safety requirements applied in the operation of printing equipment and industrial workplace safety practices.
8. Printing instruments and tools.
9. Printing solvents and additives.
10. Print stock weights, textures, and finishes.
11. Types and uses of printing inks.
12. Multicolor sheetfed press.

**EXAMINATION  
INFORMATION  
(Continued)**

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**Knowledge of: (Continued)**

13. Color and register control systems.
14. Four-color process work.
15. Types and uses of spot varnishes.

**Ability to:**

1. Perform basic math calculations.
2. Take accurate measurements needed for effective job performance.
3. Perform mechanical tasks needed to operate equipment.
4. Communicate effectively.
5. Follow oral and written instructions to assure quality and quantity of production.
6. Make minor mechanical adjustments and repairs.
7. Maintain proper fountain solutions.
8. Maintain satisfactory personal relations with other workers.
9. Willingness to work under noisy conditions.
10. Willingness to work various shifts.
11. Understand and follow basic safety and environmental regulations and practices.
12. Stand for long periods of time.
13. Move and/or lift up to 50 pounds.
14. Operate a multiunit press.
15. Operate an envelope press.
16. Maintain registration between printing units.
17. Mix and match colors.
18. Produce a printing plate.
19. May shoot and lay out negatives and half-tones.
20. Operate a small sheetfed offset presses including perfecting units and powdering units.
21. Perform four-color process printing.
22. Dot-to-dot registration.
23. Trap colors.
24. Spot varnish.
25. Print large solids.
26. Pack the blanket and/or plate cylinder to register colors between units.
27. Print duotones and full reverses.
28. Convert from single-sided to two-sided printing and return.

**EDUCATION AND EXPERIENCE EVALUATION:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the "Requirements for Admittance to the Examination" shown on this announcement, even if that experience goes beyond the seven-year limited printed on the application. Supplementary information will be accepted, but read the "Requirements for Admittance to the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation.

**VETERANS  
PREFERENCE  
CREDITS**


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**Veterans Preference Credits** will not be granted in this examination.

**CAREER CREDITS**


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**Career Credits** will not be granted in this examination.

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**GENERAL INFORMATION**

The Department of Justice reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

It is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three days prior to the written test date if he/she has not received his/her notice.

For an examination without a written feature it is the candidate's responsibility to contact the Department of Justice, (916) 324-5039, TDD (916) 952-8396 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the Department of Justice Offices ([www.ag.ca.gov](http://www.ag.ca.gov)), State Personnel Board Offices ([www.spb.ca.gov](http://www.spb.ca.gov)), and local offices of the Employment Development Department ([www.edd.ca.gov](http://www.edd.ca.gov)).

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Ordinarily, interviews are scheduled in Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multi departmental promotional, 4) servicewide promotional, 5) department open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

**Promotional Examinations Only:** Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provision regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**High School Equivalence:** Equivalence to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

If hearing impaired call the California Relay Service.

1-800-735-2929 (From TDD Phone)

1-800-735-2922 (From Voice Phone)

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.

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TESTING AND SELECTION UNIT  
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SACRAMENTO, CA 94244-2550  
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